

# Recruitment & selection

## What and why...

Your organisation's success depends on the calibre of its people - so getting recruitment right is essential. This practical course will help you make wise choices in the recruitment process, resulting in a workforce with the right skills and knowledge, committed to your values.

## What are the objectives?

By the end of the course participants will be able to:

- Write a clear job description and person specification
- Explain the key legal issues around recruitment
- Attract the best candidates
- Develop relevant short-listing criteria, tests and questions

## What methods do we use?

This course is presented as a practical and relevant 'how to...' guide. We explore the issues, check understanding, then embed the key learning through interactive exercises. We use professional actors to make the interview practice as real as possible.



## What topics does it cover?

We'll take you through the top ten steps to recruiting the right person for your team:

- Reviewing the role
- Creating the job description and person specification
- Recruiting within the law
- Planning your campaign
- Advertising the role
- Short-listing applications
- Running selection activities
- Choosing the best candidate
- Making the offer
- Inducting the new starter



# Recruitment & selection

## An example programme - Day 1

### Session 1

#### Setting the scene...

- What we'll cover and why it's important

### Session 2

#### You have a vacancy... how to:

- Use opportunities for changing the role and developing existing staff
- Write a job description & person specification

### Session 3

#### Legal eagle... how to:

- Stay on the right side of the law
- Find the most up-to-date legal information

### Session 4

#### Seeking the best person... how to:

- Stay on the right side of the law
- Find the most up-to-date legal information

### Session 5

#### Selecting the person for the job... how to:

- Decide which selection tools to use
- Create a shortlist using relevant criteria
- Make the most of assessment centres
- Use competency frameworks and competency-based interviewing

### Session 6

#### Getting psychometric... how to:

- Choose an appropriate psychometric test
- Approach the process effectively and sensitively

### Session 7

#### Today's learning ...

- Q&A session on the topics covered



# Recruitment & selection

## An example programme - Day 2

### Session 1

#### Introduction, recap and energisers

- John Cleese demonstrates how not to do it

### Session 2

#### You have a vacancy... how to:

- Ask clear, concise questions
- Keep a fresh, engaging tone and maintain consistency
- Keep control of the interview so you get the information you need

### Session 3

#### We'd like to offer you the post... how to:

- Reach a soundly-based decision
- Make an offer of employment
- Give feedback to unsuccessful candidates

### Session 4

#### Welcome to the team... how to:

- keep the successful candidate 'warm'
- get them up to speed quickly
- integrate them into the team

### Session 5

#### Bringing it all together... how to:

- Remember everything
- And do it right!

